



Requirements for Construction/Building Permit Issuance

To receive a building permit ...

1. All discipline reviews must be completed and plans approved for permit issuance.
 - ☐ Planning, *includes Environmental Services*
 - ☐ Building
 - ☐ Fire
 - ☐ Land Development *includes Landscaping*
 - ☐ Waste Water, if applicable
2. If applicable, approval of a "Private Site Plan" permit for private water, sewer, stormwater and other on-site infrastructure.
3. You must satisfy of the requirements of the City's Construction and Demolition Debris Program.
 - ☐ Waste Management Report; and,
 - ☐ Payment of Performance Deposit (*Cash or Surety Bond*)

www.chulavistaca.gov/clean/EnvironmentalServices/ConstructionDemoDebris.asp
4. Pay all applicable Building and Development Impact Fees.
5. Bring all required documents with you at the time of you receive the building permit.

Document Checklist

- ☐ **3 Sets of Plans**
 - 2 complete sets of plans with ALL stamps and approvals on them.
 - 1 set of plans, with site and floor plans with no stamp required. This 3rd set of plans will be sent to the County Assessor's Office for assessment purposes.
- ☐ **General Application** (PDF - Filler Form)
Completed (meets all minimum plan submittal requirements) with ALL required signatures.
- ☐ **Owner-Builder Form**
If a building, plumbing, mechanical, or electrical permit is issued to an owner-builder, a separate Owner-Builder Verification form must be signed by the owner before the permit can be issued. **Note: If the property owner will not be present at permit issuance to provide proof of identity, the property owner's signature must be notarized.**
- ☐ **Proof of payment of School Fees** (*e.g. receipt or Certificate of Compliance from the respective school district*)
 - Chula Vista Elementary School District
 - Sweetwater Union High School District



☐ **Check for Permit Fees**

Your check to cover Building Permit and Development Impact fees (as applicable) should be made out to: City of Chula Vista.

☐ The following documents will be requested at permit issuance ONLY if they were requested by any of your reviewers during the plan check process, such as the structural and/or Combination reviewers

- Structural Calculations – 2 sets
- Title 24 Calculations – 2 sets
- SDG&E work order or disconnect letter
- [Cal/OSHA Permit](#)
- [Hazardous Materials Questionnaire \(DEH: HM-9171\)](#) (PDF - Filler Form)
- [County of San Diego Environmental Health Plan Check & Construction](#) approved plans



These are general requirements. Complete applications can be processed, reviewed more efficiently, and permits issued. A Building Permit will NOT be issued unless you have ALL required information.